

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-06

OPEN TO: In-house Candidates Only
TITLE: Purchasing Agent
GRADE: FSN-8 (Rs. 904,666 P.A. to Rs. 1,667,547 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: January 6, 2012
CLOSING DATE: January 19, 2012
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent of this position serves as FSN purchasing agent and Non-supervisory technical expert on acquisition of a wide range of goods and services both locally and offshore by contract or purchase order &/or through Purchase card order. He/She also assists for other aspects i.e. customs, shipping and logistics affairs of USAID / Islamabad (EXO & all technical offices (AG, EG, DG, EDU, HPN, OFM & PRM). In addition to this, incumbent also facilitates three USAID satellite offices, Karachi, Lahore and Peshawar, Reconstruction Office and its Project Offices, in Peshawar FATA and OTI and OIG/Islamabad with their complex requests. Incumbent initiates procurement actions including research for appropriate sources of supplies, keeping in view the cost, quality and specifications desired by the requesting office, determines estimates probable costs & identify applicable fiscal accounts.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor's degree (fourteen years of education) in science, arts, commerce or related field is required.

EXPERIENCE: A minimum of two years of experience in purchasing/warehouse or related work is required.

LANGUAGE: Level III English and Urdu (Good Working Knowledge), in both written and spoken English, is required.

KNOWLEDGE: A good knowledge of procurement regulations, instructions and procedures is required. The incumbent must have a good knowledge of local market practices and supplies as well as local pricing practices. A working knowledge of regulations governing property management, inventory control and shipping as well as ordering procedures is desired. Knowledge related to moving and storing procedures to safeguard property. Knowledge of Pakistani government standards & regulations is required.

ABILITIES & SKILLS: Ability to deal with a wide variety of suppliers and with various post officials. Ability to negotiate, use Word Processing and Data programs to prepare purchase orders, contracts and reports. Skill in preparing cogent, precise specifications. Ability to solve problems and procurement related issues both locally and off-shore with minimum supervision. Must be able to work under pressure.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 19, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.